



DATE: June 25, 2010

TO: *All Prospective Proposers*

SUBJECT: *Addendum #1 – Bacon Park Golf Course Clubhouse Renovations
BidRFP No. 10.152*

The bid opening date remains as scheduled for **Tuesday, July 13, 2010** at 1:30 P.M. Please note the attached addendum, pre-proposal agenda, questions and clarifications, and the pre-proposal sign-in sheet posted as a Pdf document on the website.:

We appreciate your interest in doing business with the City of Savannah and hope that you will respond to this solicitation.

Sincerely,

Margaret H. Joyner
Purchasing Director

ADDENDUM #1
Bacon Park Golf Course Clubhouse Renovation
PB-827
June 25, 2010

This addendum has been issued from the Office of the Purchasing Director, City of Savannah in addition to the RFP released by the City of Savannah for the referenced project. Consultants shall be responsible to acknowledge receipt of this addendum in the Bid Proposal Form. Failure to do so will result in the proposal being rejected by the Purchasing Director. This addendum is also posted on the City's official website: www.ci.savannah.ga.us

1. Attached for your use is the Agenda, Meeting Minutes and Sign-In Sheet from the Pre-Bid meeting held June 24, 2010. Questions discussed at the meeting are identified below.
2. **Question:** Are copies of plans free online?
Answer: A request form can be downloaded from the City of Savannah Website that will be taken to Clayton digital where you can purchase a set of documents.
3. **Question:** Clayton Digital states that you cannot bid without a download form. Why is the process so complex?
Answer: The form is required so that you get onto the Plan Holder List. Being on this list ensures that you are notified of any Addenda. You cannot purchase single sheets, it is preferred that the GC helps out the subcontractors by printing relevant sheets for subcontractors to use for pricing however, do so at your own risk as relevant information can be omitted and this can effect pricing.
Note: The plan room is available at the Entrepreneurial Center.
4. **Question:** Are there Liquidated Damages on this Contract?
Answer: Yes, this is standard and in the contract document.
5. **Question:** Are there any rain days provided?
Answer: Yes, see Section 01130-2
6. **Question:** Are we going to note positive feedback as well?
Answer: Yes, we have a process where we submit reviews on all vendors and this will get attached to your record.
7. **Question:** Will you make the list of qualified bidders available?
Answer: Yes, the list of qualified bidders is available on the City Website at www.savannahga.gov. Select the quick link to Purchasing and then select "View Current Bids" and find the Bacon Park Golf Course Clubhouse Renovations project.
8. **Question:** Are there any qualified contractors present today?
Answer: Yes, all qualified bidders were instructed to raise their hands for the subcontractors. You can also refer to the sign-in sheet where the qualified bidders were noted using an asterisk.
9. **Question:** Is the bid based on price only?
Answer: Yes.
10. **Note:** A Site Visit was held today at 1 Shorty Cooper Drive for Friday, June 25, 2010 from 9:00 until 9:30 am. A second site visit has been scheduled for Tuesday, June 29 from 9:00 until 9:30 a.m. Please call Susan Dyer at 651-6510 Ext. 1083 to confirm attendance.
11. **Clarification:** Project shall be bid with all work/fees included. Additional Fees will be paid only for work related to additional services due to added scope of work.
12. **Clarification:** Contractor to ensure that all exterior elements (including but not limited to roof, walls, window openings, etc.) have proper flashing and drainage capability.

13. **Note:** The last day for questions will be Tuesday, July 6, 2010 by 5:00 PM.

END OF ADDENDUM

PRE-BID AGENDA
BACON PARK GOLF COURSE CLUBHOUSE RENOVATION
(PB-827)

Welcome/Introductions

- Sign-in sheet. MAKE SURE YOUR WRITING IS LEGIBLE.
- Introduce Purchasing Representative (Joy Kerkhoff)
- Introduce MWBE Representative (Kathey Porter)
- Introduce City Employees & Watkins Associates Architects.

Project Information

- Brief scope of work/project description
- Phasing of demolition work will be critical. Owner requires that the existing exterior wall of the ProShop be demolished last for security purposes.
- It is critical that Contractor uses plastic to completely protect all existing furniture, fixtures and finishes from sheet rock dust and construction debris. Contractor will be responsible for cleaning job site.
- Specs/Drawings are available at:

Clayton Digital
1000-I Eisenhower Drive
Savannah, GA 31406
(912-352-3880)

Entrepreneurial Center
Gwinnett Street
(912-651-3582)

MWBE Office
Dept of Economic Dev
(912) 651-3653

Addendum

- Additional Addendum will be issued if necessary. Verify receipt of Addendum when you receive it. Acknowledge Addendum when submitting bid.
- *Additional questions should be sent to Susan Dyer (fax: 912.525.1599) or susan_dyer@savannahga.gov. Questions must be received by 5:00pm on Tuesday, July 6, 2010.*

Bid opening

- Sealed proposals will be received until 1:30 PM on Tuesday, July 13, 2010. The names of the respondents will be read aloud at 1:30 PM of the same day and no further bids will be accepted. The Minority Employment Provisions will be evaluated and those bids found to be in compliance with the Minority Employment Provisions shall be opened and read aloud at 1:30 PM on Tuesday, July 20, 2010.

MWBE

- Section 01310, Minority Employment Provisions
- The MWBE goal for this project is **34% (22% MBE and 12% WBE)**
- Separate sealed envelope to accompany bid - FOLLOW INSTRUCTIONS
 - Non-discrimination statement
 - Proposed schedule of MWBE
 - Documentation of Good Faith

ADDITIONAL INFORMATION

- Davis - Bacon wage decision will be followed.
- Duration of contract will be 90 calendar days.

MEETING MINUTES
BACON PARK GOLF COURSE CLUBHOUSE RENOVATION
(PB-827)
06/24/10

Welcome/Introductions

- Sign-in sheet.
- City Staff Introductions:
Joy Kerkhoff, Assistant Director, Purchasing
Kathey Porter, MWBE Representative
Edward Pynch, Architectural Coordinator
Frank Miller, Construction Inspector
Pearson DeLoach, Owner's Representative
Susan Dyer, Architectural Technician/Project Manager (primary contact)

Project Information

Joy Kerkhoff:

- This bid is open to Prequalified General Contractors. Names of Prequalified General Contractors are: Collins Construction, Dabbs Williams, CE Hall, RK Keeler, Lavender Construction, Pinyan Company, Pioneer Construction, RL Construction, Keith Ray Construction, Sierra Design Build, J.T. Turner Construction and WBM Construction. This is a two step bid process (two, clearly labeled envelopes, one contains MWBE and one contains pricing).
- Opening MWBE envelopes on July 13; those who meet MWBE requirements will have their bid envelopes opened on July 20th.
- Sealed proposals will be received until 1:30 PM on Tuesday, July 13, 2010. The names of the respondents will be read aloud at 1:30 PM of the same day and no further bids will be accepted. The Minority Employment Provisions will be evaluated and those bids found to be in compliance with the Minority Employment Provisions shall be opened and read aloud at 1:30 PM on Tuesday, July 20, 2010.
- Bid bond requirement, Davis Bacon Act requirements w/ certified proposals
- MWBE goals, register to work (MWBE registration process)
- Section 01310, Minority Employment Provisions
- The MWBE goal for this project is **34% (22% MBE and 12% WBE)**
- Separate sealed envelope to accompany bid - FOLLOW INSTRUCTIONS
- Specs/Drawings are available at:

Clayton Digital Entrepreneurial Center MWBE Office
1000-I Eisenhower Drive Gwinnett Street Department of Economic
Development
Savannah, GA 31406 (912) 651-3582 (912) 651-3653
(912) 352-3880

Kathey Porter:

- Description of MWBE process

- MWBE office encourages certification because it makes verification easier

Susan Dyer:

- Brief scope of work: project scope of work was read directly from Contract.
- Phasing of demolition work will be critical. Owner requires that the existing exterior wall of the ProShop be demolished last for security purposes.
- It is critical that Contractor uses plastic to completely protect all existing furniture, fixtures and finishes from sheet rock dust and construction debris. Contractor will be responsible for cleaning job site.

Edward Pyrch:

- We expect a high level of craftsmanship for this project.
- We can only allow 90 days for construction and we need to hit the ground running; We expect adequate staffing so this can happen. We will hold you to the schedule and we will be on site to check staffing levels and to confirm progress.
- We can not exceed 90 days.
- No additional days will be granted. Do not ask for additional days.

Frank Miller:

- We realize that 90 days is tight. If we fall behind schedule, there are additional measures that we can take to get back on schedule (working late, working weekends, working longer than 8 hour days or increasing your staffing levels). We are not limiting your work schedule from 8:00 to 5:00.

Edward Pyrch:

- We are reporting to Purchasing on quality, site staffing and schedule. And we will keep records that will influence future bid award decisions.

Pearson DeLoach:

- All Contractors must understand that this is a business that runs every day of the week. This business is not run by City Staff. We will clarify to the awarded Contractor who is who and who can give you information and direction with regards to the work. **Do not take direction from undesignated staff.**
- This is a time sensitive project we have 90 days. The City Amateur Golf Tournament is held on October 1. We can push this back but we must finish the job prior to having the Tournament.
- It is critical that the Contractor understands where you can go and when (on site). There are lots of visitors and staff coming and going and we can not block access to the facility. We will clarify this with the awarded Contractor.

Edward Pyrch:

- The Contract currently shows "No rain days." Liquidated damages is set at \$500.00 per day.

Joy Kerkhoff:

- Describing the Addendum process: Additional Addendum will be issued if necessary. It is important that you verify receipt of Addendum when you receive it. Acknowledge

Addendum when submitting bid.

- *Additional questions should be sent to Susan Dyer (fax: 912.525.1599) or susan_dyer@savannahga.gov. Questions must be received by 5:00pm on Tuesday, July 6, 2010.*

Susan Dyer:

- MWBE Clarification from Agenda: we no longer use the “Documentation of Good Faith” form as listed on the Agenda. This is incorrect.

Joy Kerkhoff:

- MWBE Clarification from Agenda: we have two (2) new forms all are described in the Contract Section 01138 Contractor Affidavit & Agreement & Section 01139 SAVE form. Both forms are required to be completed and confirm that contractors employees and the contractor are legal U.S. Citizens or residents.

Gary Watkins, AIA:

- Brief scope of work with emphasis on plumbing concerns and alignment of fascia boards for new roof, please visit the site and look at this.

Joy Kerkhoff:

- We are documenting past performance.

OPEN FOR QUESTIONS / MEETING ADJOURNED